

WASHINGTON NORTHEAST SUPERVISORY UNION

Cabot \_\_\_\_\_

Twinfield \_\_\_\_\_

SU \_\_\_\_\_

LEAVE FORM and SUBSTITUTE REQUEST

Name: \_\_\_\_\_

Date/s Requested: \_\_\_\_\_

Full, Half, or Qtr Day: \_\_\_\_\_ Time (ex: 12:00-2:45): \_\_\_\_\_

PLEASE COMPLETE SECTION A, B or C

NOTE: All types of leave require advance approval, unless reason for leave is unforeseeable.

A. Paid Leave:

- ( ) Sick      ( ) **Personal** *(See the following page)*
- ( ) Vacation    ( ) Floating Holiday    ( ) Jury Duty      ( ) Military
- ( ) Workers Compensation    Date of Injury: \_\_\_\_\_
- ( ) Maternity/Parental/Adoption Leave
- ( ) Bereavement      Relationship to Decedent: \_\_\_\_\_

B. Paid Professional:

- ( ) Professional - Elective [ProfSelf]
- ( ) Professional - Assigned by Principal, Special Services Coord or Superintendent [ProfReq]

C. Paid Regular Duties Outside of Classroom:

- ( ) Local Standards Board      ( ) Assessments      ( ) Offsite Learning Opportunities
- ( ) Association      ( ) Collaborative Work

**DO YOU REQUIRE A SUBSTITUTE?**      ( ) YES      ( ) NO

Specify Hours/Class Periods a Sub is required: \_\_\_\_\_

Is there a specific sub(s) you would like scheduled (If Available): \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Approval

\_\_\_\_\_  
Date

## **Teacher CBA**

### **10.3 Personal Leave**

Each teacher will be entitled to up to five (5) days of paid leave each school year for personal necessity. Except in an emergency all personal leave should be requested at least 48 hours in advance and will require the approval of the administration.

Personal leave is in no way to be construed as additional sick leave or vacation time and is not accumulative. Personal leave days will not be used for extending a holiday or a vacation. Requests for personal leave in connection to a holiday or vacation may be granted in exceptional circumstances at the discretion of the principal. The administration in charge has the right to limit the total number of leaves on any day.

## **Support Staff CBA**

### **14.4 Personal Leave**

Up to four (4) paid leave days may be granted for personal, legal or business matters which require absence during working hours. Unless an emergency exists, requests for personal leave must be made to the principal at least 24 hours in advance. Personal leave may not be used to extend a vacation. Personal leave may not be used for purposes eligible for sick leave.